

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 57
FISHERS, INDIANA

January 1, 2003 to December 31, 2003

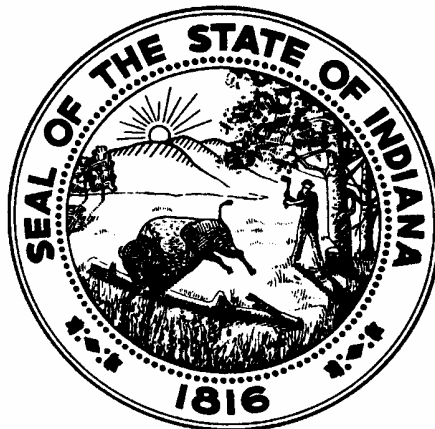


TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report.....	3
Schedule of Collections and Distributions.....	4
Notes to Schedule of Collections and Distributions	5
Statistical Information.....	6
Examination Results and Comments:	
Accountable Items	7
Bank Account Reconciliation.....	7
Exit Conference	8
Official Response	9-10

OFFICIALS

Office

Official

Term

Chairman, Bureau of Motor
Vehicles Commission

Mr. Gerald Coleman
Ms. Mary DePrez

01-06-02 to 02-29-04
03-01-04 to 01-05-05

Branch Manager

Ms. Patricia France

01-01-03 to 12-31-04



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 57 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 15, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBER 57
 FISHERS, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2003 to December 31, 2003

	<u>Amount</u>
Collections:	
Registrations	\$ 5,745,965
Titles	1,273,761
Drivers Licenses	242,766
Watercraft	164,289
Miscellaneous	<u>865</u>
Total	<u><u>\$ 7,427,646</u></u>
Distributions:	
State Fees	\$ 2,399,448
County Tax	4,458,195
Commission Fees	<u>570,003</u>
Total	<u><u>\$ 7,427,646</u></u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 57
FISHERS, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBER 57
 FISHERS, INDIANA
 STATISTICAL INFORMATION
 January 1, 2003 to December 31, 2003

<u>Transactions Processed</u>	<u>Quantity</u>
Vehicle Registrations:	
Passenger	26,013
Motorcycle	801
RV (Housecar)	174
Light Truck	5,282
Other Truck	483
Farm Truck	42
Tractor	24
Trailer	2,631
Semi-Trailer	155
School and Church Bus	22
Other Bus	9
Other	17
Total Vehicle Registrations	<u>35,653</u>
Drivers Licenses and Permits:	
Drivers Licenses/Learners Permits	11,571
CDL Licenses/CDL Permits	216
Placards	731
Other	6,233
Total Drivers Licenses and Permits	<u>18,751</u>
Titles:	
Vehicles	14,742
Watercraft	420
Total Titles	<u>15,162</u>
Total Watercraft Registrations	<u>1,427</u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 57
FISHERS, INDIANA
EXAMINATION RESULTS AND COMMENTS

ACCOUNTABLE ITEMS

The following schedule details missing items revealed during a comparison of actual inventory of accountable items to the Open Inventory Report of the State Bureau of Motor Vehicles at December 31, 2003. No evidence was found to indicate these items have been sold.

<u>Year</u>	<u>Plate Type</u>	<u>Plate Number</u>
2002	Passenger	19Q5139
2007	Passenger	29E1701
2007	Passenger	29F4921
2007	Passenger	29X1502
2007	Personalized	KIKBUTT
2007	Recreation Vehicle	16636 to 16753

A listing of the items that are to be accounted for to the State Board of Accounts is included in the Branch Operations Policies and Procedures Manual. (Branch Operations Policies and Procedures Manual, Supplies and Equipment Chapter)

BANK ACCOUNT RECONCILEMENT

The bank account was reconciled as of December 31, 2003, and the bank balance exceeded the book balance by \$712.38. Further investigation by the Branch Manager determined the variance was caused by mispostings in the branch journal. The account was corrected in February 2004.

All accounts are required to be balanced on a monthly basis. All unidentified cash shortages and overages of twenty dollars or more must be reported to Branch Operations before the next Trial Balance is performed. (Branch Operations Policies and Procedures Manual, Journal Chapter, Miscellaneous Branch Procedures Chapter)

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 57
FISHERS, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on October 19, 2004, with Ms. Patricia France, Branch Manager. The official response has been made a part of this report and may be found on Pages 9 and 10.



Bureau of Motor Vehicles Commission

Hamilton County License Branch

3 Municipal Drive

Fishers, Indiana 46038

Telephone: 317 842-0480

State Board of Accounts:

This letter is in reference to the RV plates 16636-16753 that were allocated to Fishers #057 at the start of 2003 by the BMV warehouse.

Fishers never received the above plates. We have no consignment sheets showing that we received these plates or any order forms stating that we ordered them.

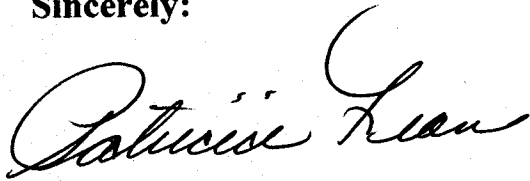
We have done extensive research and have not found any proof that these plates were sent to the Fishers Branch, #057.

The BMV warehouse has no record of them being shipped to the Fishers Branch or being received by the Fishers Branch.

As Manager, I feel that these plates should not be included in the report That was just completed.

Sincerely:

R.C. NOV 01 '04

A handwritten signature in cursive script, appearing to read "Patricia France".

**Patricia France, Manager
Fishers License Branch #057**

**CC: Audit Services
Cheryl Wolfe, Regional Manager**